

# Yamhill County Parks & Recreation Advisory Board – Meeting Minutes



**Date:** February 28, 2022

**Time:** 5:30pm-7:00pm

**Location:** Zoom Videoconference (hosted by Rachel Flores)

**Link:** <https://us02web.zoom.us/j/82669223540?pwd=QjBFbUVubUMwS0tSSytpSVo5S3B3QT09>

Meeting ID: 826 6922 3540

Passcode: 155062

**Conference Phone:** 253-215-8782

**Present:** Jim Culbert Chair, Bill Pallotto Vice Chair, Neyssa Hays Secretary, Rachel Flores, Andrew Mortensen, Marie Vicksta

**Absent:** Tim Duerfeldt, Steve Harloff

**County Staff:** Jessica Beach, Mark Lago

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The meeting commenced at 5:32pm with no additions or changes to the agenda.

The **January 2022 Board Minutes** were unanimously approved.

## Chair Updates

- **FY 2022-23 Parks Budget Request** – Jim requested county assistance in identifying past re-programmed Parks funds that might be restored for the FY 2022-23 budget. There has been no response yet.
- **Deer Creek Interpretive Signage** – Jim requested the assistance of Carrie Martin to apply for available grants for this signage. There has been no response yet. Further discussion later in the meeting indicated that Carrie is overbooked right now.
- **Deer Creek Park Road Bridge Replacement** – Jim requested that the Board receive a presentation on the plans for the park access road bridge replacement. Mark stated he could update us today, or at some later meeting. Jim placed this item on the agenda under new business.

## Old Business

- **Stafford Land Company Donation** – Before opening discussion, Jim asked for detailed pros and cons so that these can be incorporated into a letter to the County Commissioners, regardless of which way the Board recommends.  
**Pros:** Preserving open space; keeping the riparian zone intact; using the property for future wetland mitigation needs; retaining the associated water rights.  
**Concerns:** No useful park development possibilities in the floodplain; with the need for a new parks master plan, we currently have no future vision for this property; no public assessment except via Baker Creek North subdivision streets and trails; maintenance would be difficult; there may be future issues with invasive plant infestations or from the adjacent subdivision

owners.

Jim spoke with the City Parks Director, and they would like to connect their 15 acres (adjacent on the south side) by trail to Tice Park but would have to get agreement from private landowners to the east.

Motion made - Do we want to recommend to the Commissioners that the county acquire the property as a park? Unanimous vote no.

Motion made - Do we want to recommend that the county consider acquiring it for the sake of water rights and conservation? Unanimous vote yes.

Jim will draft a letter with this information and request Board and Staff review before sending it to the Commissioners.

- **Parks Manager Recruitment** – the advertisement is out for four weeks and closes on March 10<sup>th</sup>. There has been some response already, but the number and quality of candidates will determine if the advertisement period needs to be extended. The Parks Dept. reorganization hopefully will encourage more applicants. Our Board will be solicited for volunteers for the interview panel.
- **Parks Master Planning Scope of Work (SOW) Review** - The county needs a description of work and receivables we want for use in a future Request for Proposal (RFP). It needs to include a mission, strategies, goals, objectives, and meetings with the community at large and adjacent neighbors. We have a draft started by Parks Manager Jarod Logsdon. We should obtain examples of RFPs from other counties to use. There is no rush on further review until we have funding for master planning. It can be refined by the new park's manager.

Decision - Neyssa will circulate the SOW Google Docs link to the Board members for their input.

Discussion also included funding for the Master Plan.

Would this be eligible for the Yamhill County ARPA funds? Possibly, but there is no one available to make a request.

Could a friend of the parks nonprofit group apply on our behalf? There is no group capable of making a request. It needs to come from county staff. Typically, the park's manager does most of the grant writing and Carrie Martin reviews it.

Many grantors require a large match amount. Mark is asking the budget committee for \$80K for parks master planning. He meets with Ken Huffer in March and can ask for more. Recent past county master planning projects receiving state grants have cost \$80-\$120K, so \$80K would be a good match for a future grant request. The county budget committee reviews the final request on May 3. Nothing becomes official until a double vote in June.

The current parks master plan was adopted in Jun 2003 and is out of date.

## New Business

- **Deer Creek Park Road Bridge Replacement** - Mark presented the current 90% finished plan and timeline. Pedestrian bridge ramps will be gravel with wood chips for American Disability Act compliance. There will be very little work in the creek by using the existing concrete headwalls to hold the embankment. Using steel to create an erosion block on each side. Expected lifespan is 75 years. Bid opening occurs at the end of May. Mobilization is currently planned for Jul 11, and the project completed by Oct 5. The county will buy known materials before a contractor is hired. A grant of \$1.2 million covers this project.
- **Parks Social Media** – Our Board would like to increase the park program's social media presence. Questions: What can the county do? What can the board do? Can the park's manager delegate the content to volunteers? Can our board provide content, so the park's manager doesn't have to, including text, photos, and hashtags? If so, can we develop a content calen-

dar?

Issue: Previous park's managers had the Facebook account connected to a personal account, and this caused issues when there was manager turnover. How can that be fixed?

Decision: Once the new park's manager is hired the Board will revisit this and propose a three-month content calendar in advance.

- **Recording Board Videoconferences**

Discussion questions: How do we decide when to record our meetings? What to do with the recordings? They could be posted publicly on the County website to allow people to review them. Some bodies video record meetings simply for minute taking. Or do we want to continue keeping written minutes that are posted on the county website?

Decision - We agreed to video record our online meetings and decide at the end of the meeting whether or not we need to preserve the recording. The Board also decided that for this meeting it was not worth saving the recording.

### **Future Agenda Items**

- **Parks Social Media** – developing a content calendar after the new park's manager is hired.

### **Next Board Meeting**

There is no other urgent Board business at this time. No regular Board meeting will be scheduled until after the new park's manager is hired.

7:02 pm: The meeting was adjourned by unanimous consent.